

**Jefferson County  
Position Description**

<b>Name:</b>		<b>Department:</b>	Management Information Systems		
<b>Title:</b>	Network Specialist	<b>Pay Grade:</b>	9	<b>FLSA:</b>	N
<b>Date:</b>	March, 2016	<b>Reports To:</b>	Information Technology Manager		

**Purpose of Position**

The purpose of this position is to design, install, and update networks of all aspects for Jefferson County, including but not limited to Local Area Network, Storage Area Network and Wireless Network, as well as provide support and training to users.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Maintains and administers a variety of computer networks (including Wireless networking) and related computing environments including computer hardware, systems software (ie. Citrix), applications software and all configurations.
- Configures, monitors and maintains virus protection software, networking software and operating system software.
- Installs various hardware such as servers, virtual servers (vmware), printers, etc. Maintains and routinely changes network switch ports and VLAN settings.
- Implements network security measures to protect data, software and hardware.
- Maintains/manages network backup capabilities, including private cloud and private off-site DR site configurations and topology.
- Performs various preventative measures on network systems.
- Diagnoses, troubleshoots and resolves hardware, software and other network and system problems and documents complex network configurations.
- Provides support and training to network users to resolve issues with system hardware and/or software.
- Adheres to and promotes safety as a priority in the workplace.
- Complies with County HIPAA Policies and Procedures.
- Demonstrates dependable attendance.
- Performs other duties as assigned or as may develop.

**Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Maintains users access to active directory network.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in MIS, Management Information Systems, Systems Administration, Systems Management and 1 – 2 years relevant experience, or a comparable Associate's degree with 4 – 5 years relevant experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities is required. An A+, Network+, Microsoft Certified Systems Engineer and Security plus certifications required.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date